

## INSTRUCTIONS TO CONTRIBUTORS

### A. Submission of Manuscript

1. Send your paper by e-mail to the below address. You must prepare and submit your paper as a WORD file. The paper will be subjected to a full review procedure and the decision whether to accept the paper will be taken by the Editor based on the reviews.

2. Enclose a separate sheet giving your preferred address for correspondence.

3. All manuscripts must be accompanied by the Copyright Release Form, which can be found following the Instructions. This form must be completed and signed by all authors before processing of the manuscript can begin.

4. After the manuscript has been accepted for publication, i.e. after referee-recommended revisions are complete, the author will not be permitted to make any additions.

5. Note: before publication, the galley proofs are always sent to the authors for correction. Mistakes or omissions that occur due to some negligence on our part during the final printing will be rectified in an errata section of a later issue. However, this does not include those errors left uncorrected by the authors in the galley proofs.

### B. Style of Manuscript

1. The first page must contain the English title of the paper, authors' names and affiliations/addresses in English, an abstract in English (not more than 300 words), complete mailing address, telephone number, e-mail address, and acknowledgements of financial or other support.

2. Manuscripts should be typewritten in 12-point font on one side of the page, double-spaced throughout with ample margins, on white A4 standard paper.

3. An introduction should be provided that includes a statement of the purpose and the contribution of the paper, comparing it to the existing results in the literature.

4. If appropriate, you should indicate the advantages, limitations, and possible applications of your contribution in a conclusion section.

5. References should be numbered consecutively in square brackets in the text, e.g., [1], and listed in the order of appearance in a separate list at the end of the manuscript. Do not put "and" between the author names.

i. Papers:

M. Castillo, P. Acevedo, E. Moreno, "KLM model for lossy piezoelectric transducers", *Ultrasonics*, Vol. 41, pp. 671-679, 2003.

ii. Books:

D.G. Luenberger, *Optimization by Vector Space Methods*, New York, Wiley, 1969.

### C. Instructions for Figures and Tables

1. All illustrations (photographs, drawings, graphs, etc.), not including tables, must be labelled "Figure".

2. The correct position of each table and figure must be clearly indicated in the paper.

3. All tables and figures must have a caption and/or legend and be numbered (Table 1, Figure 1), unless there is only one table or figure, in which case it should be labelled simply "Table" or "Figure".

4. All tables and figures must be numbered consecutively.

5. All captions and legends must also be double-spaced on a separate sheet and labelled according to the relevant table or figure.

6. Tables and figures, including caption, title, column heads and footnotes, must not exceed 16 x 20 cm.

7. Tables must be clearly typed, each on a separate sheet, and double-spaced.

8. Tables may be continued onto another sheet if necessary but the dimensions still apply.

9. Figures must be the originals. Photographs must be clear, black and white, and printed on glossy paper.

10. Figures must be copied from the program in which they are drawn and pasted into WORD. When pasted, the figures must not be changed to jpg, tif, eps, pdf etc.

#### **D. Correspondence Address**

1. Original manuscripts should be sent to the following address:  
Turkish Journal of Electrical Engineering and Computer Sciences  
TÜBİTAK Akademik Yayınlar Müdürlüğü  
Atatürk Bulvarı, No: 221, Kavaklıdere, 06100 Ankara-TURKEY  
e-mail: elektrik@tubitak.gov.tr

#### **FINAL CHECKLIST**

Before submitting your paper (and other writings as applicable) please make sure that the following requirements have all been met:

- Copyright Release Form is enclosed, completed and signed by all authors
- Spell check and grammar check have been performed
- Entire paper is double-spaced (NOT 1.5) including abstract, tables, captions/legends, references
- Margins are 3 cm each side
- Font size is 12 pt.
- Font is legible
- There are no word breaks at the ends of lines
- Decimals are shown by a decimal point (e.g., 10.24) and not by a comma (e.g., NOT 10,24)
- The percent sign appears after the number (e.g., 53%) and not before (e.g., NOT %53)
- Names of authors are written in full (not abbreviated)
- English title is given
- English address is given
- English abstract is given
- Original figures are enclosed
- Figures are prepared correctly, according to the instructions
- Figures are max. 16 x 20 cm; min 8 cm wide
- Figures are referred to consecutively in the paper
- Tables are max. 16 x 20 cm; min 8 cm wide
- Tables are referred to consecutively in the paper
- Table and figure legends/captions are typed on a separate sheet
- References are referred to consecutively in the paper in brackets [ ]
- References are listed in order of appearance
- All pages are numbered